



**ELM CITY BOARD OF COMMISSIONERS
TUESDAY, DECEMBER 12, 2017
ELM CITY TOWN HALL
CONFERENCE ROOM**

MINUTES

1. Call to Order

Mayor Grady Smith (hereinafter "Mayor Smith") called to order the regular meeting of the Elm City Board of Commissioners (hereinafter "Board") at 7:30 pm, on December 12, 2017.

2. Roll Call

Mayor Smith conducted a roll call. The following were present:

Commissioner, Dale Childress (hereinafter "Comm. Childress")
Commissioner, Melvin Cooke (hereinafter "Comm. Cooke")
Commissioner, Marsha Wells (hereinafter "Comm. Wells")
Commissioner, Gil Wheeler (hereinafter "Comm. Wheeler")
Town Administrator, Jonathan Russell (hereinafter "Admin. Russell")

3. Approval of Minutes from Last Meeting

Mayor Smith gave the Board opportunity to review the proposed minutes from the November 14, 2017, meeting.

MOTION: Comm. Cooke made motion to approve the November 14, 2017, meeting minutes; seconded by Comm. Wheeler. Motion passed by unanimous vote.

4. Admin. Russell's Report

A. CDBG-I Contract Award: Hodge Construction submitted the low bid for the waterline replacement project. The bid amount was \$639,388.57 and is being reviewed by CDBG-I staff and Municipal Engineering before making a recommendation.

MOTION: Comm. Childress made motion to hire Hodge Construction for the CDBG-I work; seconded by Comm. Cooke. Motion passed by unanimous vote.

B. Sewer Project Update: A meeting was held on Friday, December 8th with engineering staff to discuss the most recent developments on potential wastewater flows. The new numbers are between 265,000 – 275,000 gallons per day. This number is much lower than the original 350,000 GPD that was anticipated, however

it is adequate to lift the moratorium and operate in compliance. David Honeycutt, engineer with McGill and Associates, was at the meeting to report to the Board. He mentioned that with this flow there could be an addition of between 100 – 200 homes. He also reported that the numbers could go down from the 265,000. One of the main issues the Town is dealing with currently, is inflow and infiltration. It was suggested by the State that the Town work to narrow down where the issues lie and work to make corrections. The Town is currently operating under a notice of continuing violation.

- C. Water Filtration Update: McGill Engineering has started work on the preliminary engineering report for the water filtration project. Once submitted, the Town will seek LGC approval on the loan portion of the project. Envirolink has developed a mobile filtration system that can be tested on our well sites in order to determine the best solution.
- D. Water Tank Reconditioning: The water tank has been repainted with a new base color and font. The contractor is still waiting on the tree stenciling in order to complete the project.
- E. Old Dominion Water Connection: Water service was installed for the Old Dominion Trucking site. This provides an additional customer within the system and is also the first customer along Hwy. 301.
- F. Greg Redman has completed the audit for FY 16-17. Once approval is received from the state, he will present his findings at the February 2018 meeting.
- G. Additions:
 - 1. Weaver Asphalt: Weaver is currently working on a large project in Plymouth, and are behind schedule. They hope to begin work on the Town project in early spring.
 - 2. Shred Day: Admin. Russell gathered pricing for the Shred Day that the Board was interested in planning for the Town. The cost would be \$150 per hour on weekdays and \$300 per hour on weekends. Each requires a four-hour minimum. The company must have a two-week notice to schedule. The information will be included in the next three months of the Town's newsletter. Admin. Russell felt it would be best to plan the event during the spring months, maybe March or April. He will work with NEED, the Sheriff's Department, and the Toisnot Fire Department to have multiple activities take place during the day.

3. BBQ Competition, Spring: Admin. Russell has again spoken with Melvin of BQ Grills to work on details for planning the BBQ competition. It is felt that the event should take place either the last Saturday in April or the first two in May. The BBQ at the event can be sold, and proceeds given to the schools for much needed supplies.
4. 109 South Parker Street: Admin. Russell has been unable to get a firm date with the Wilson Community College Fire Academy on when the property can be burned. John Harris has given the Town an estimate of \$5,000 to have the property demolished.

MOTION: Comm. Wheeler made motion to tear the property down; seconded by Comm. Childress

AMENDED MOTION: Comm. Cooke made motion to tear the property down, placing a lien against the property to recoup a portion of the fee for demolition; seconded by Comm. Childress. Motion passed by unanimous vote.

5. **Invoices**

Admin. Russell presented the Board with the monthly Town invoices in the agenda packet.

Additions: Utility Deposit Refunds - \$237.32
Petty Cash (postage, Elms Festival, Depot, office supplies) - \$177.49
BB&T (fees, Elms Festival, Tree Lighting, Depot Décor) - \$1,293.46
Daily Drum Newspaper (CDBG-I advertisement) - \$250.00
Hoss's Hometown Hardware (grass seed) - \$66.72
Greg Redman (FY 16/17 audit) - \$5,000.00

MOTION: Comm. Childress made motion to pay bills; seconded by Comm. Cooke. Motion passed by unanimous vote.

6. **Comments from Public Floor**

Shirley Barron sought an update on the new recycling bins. Admin. Russell answered that the Town should receive the carts any day. There was a delay caused by material shortage from which the carts are made.

Ms. Mercer wondered about the possibility of having the Christmas parades on a Saturday, versus Sunday.

7. Commissioner Concerns

Comm. Cooke asked for an update on when Owens Construction would begin work on the Train Depot parking. Admin. Russell pointed out that grading should begin soon.

Comm. Wheeler sought for information regarding the possibility of Southern Bank bringing a branch in Town. Admin. Russell reported that the bank is working on a market analysis. Bank officials are interested in coming to Elm City, but a decision won't be made until the first quarter of the new year.

Comm. Wheeler mentioned the need for the Town minutes to be brought up to date on the Town's website and would like to see the office staff update them in a timely manner.

Comm. Wheeler mentioned locking the gate at the shop, keeping it locked during the day to prevent unsupervised dumping that is taking place. Comm. Cooke mentioned the moving of the dumpsters between the two buildings, and adding an automatic gate. Information will be added in the Town's newsletter stating that the site will no longer be open to the citizens, and that all approved items will be picked up during the Bulk Goods pickup schedule. Comm. Wheeler mentioned the concern of the gap on the right of the gate, where people could go around the locked gate. He suggested the more 4x4 posts be added to make the property more secure. He also suggested that the Town no longer accept tires during the pickup.

Comm. Wells mentioned the opportunity of having a food truck night in the Town at the Depot parking lot, in an effort to bring the citizens together more often. Comm. Childress also mentioned the event could take place at the Town's park.

Comm. Wells questioned the officer in attendance from the Wilson County Sheriff's Department regarding littering tickets. There seems to be quite the problem in Town, even though those working through Community Service with the Town pick up items frequently. The deputy mentioned that in order to receive a ticket, the offender must be caught in the act. This infraction does not affect the driver's record.

Comm. Childress questioned whether the water in the Oakview Mobile Home Park was tested by Envirolink. JP, with Envirolink, mentioned that four properties closer to the well were tested and there was a slight discoloration. JP will return to the Board with more information during the February 2018 meeting, after working with some pilot filtration.

8. Closed Session

MOTION: Comm. Childress made motion to move into closed session under NCGS §143- 318.11; seconded by Comm. Cooke. Motion passed by unanimous vote.

9. Re-opening of Open Session

MOTION: Comm. Cooke made motion to adjourn the closed session and move back to open session; seconded by Comm. Childress. Motion passed by unanimous vote.

MOTION: Comm. Childress made motion to give the following Christmas bonus schedule to Town employees – Russell - \$300; Owens - \$200; Thorpe - \$150; Meyer and Bass - \$100; seconded by Cooke. Motion passed by unanimous vote.

10. Adjournment

Mayor Smith adjourned the meeting at approximately 9:45 pm, December 12, 2017, upon motion of Board.

MOTION: Motion was made to adjourn by Comm. Cooke; seconded by Comm. Childress. Motion passed by unanimous vote.

Minutes submitted by Dena H. Owens, Town Clerk